

Adopted: September 2001 , Revised: \_\_\_\_\_**Class Title: Police Planning Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans, supervises and directs the planning and research divisions responsible for departmental budgets, payroll, accounting, and purchasing operations, grant research, application submissions, progress reporting, financial monitoring and conducting analytical studies and research projects.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages departmental budgets by ensuring appropriate, accurate and timely development of budgets to include operating, revenue, capital improvements and special revenue, assessing input, making recommendations regarding final submissions, ensuring monitoring procedures and forecast projections, resolving problems, ensuring timely and efficient roll-out of budget, and ensuring appropriate procurement regulations are followed.
2	S	Manages operations by monitoring departmental payroll, resolving problems, approving adjustments and corrections in payroll, performing queries, ensuring currency in FLSA and other payroll related regulations, providing guidance for analytical studies and research projects, reviewing, editing, and making recommendations.
3	S	Manages the planning and research division by establishing procedures, strategies, goals and objectives, supervising personnel by assigning tasks and editing and reviewing outputs, interviewing, selecting, evaluating and disciplining assigned personnel.
4	S	Provides other duties by managing grants, identifying grant opportunities, providing guidance for application processes, reviewing, editing and making grant recommendations, ensuring timeliness and accuracy of grant submission, ensuring subsequent requirements are fulfilled, ensuring continuous monitoring of financial transactions and program progress, and participating as a member of senior management team and Police Leadership Group.

Adopted: September 2001 , Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over five years experience in management or with a law enforcement agency.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read law enforcement periodicals, policies and procedures, legal documents, financial documents, correspondences, grant applications, instructions and other documents.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as algebraic problem solving, percentage changes, and statistical analyses.
Writing	Work requires the ability to write policies and procedures, position papers, correspondences and letters.
Managerial	Managerial responsibilities include managing the operations of the Planning and Research division and supervising personnel.
Budget Responsibility	
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including providing input on final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001 , Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, ceremonies, special functions, presentations
Sitting	F	Computer, desk work, meetings, answering telephone, driving
Walking	F	To/from departments, inter-office
Lifting	O	Books, files, reports, office supplies
Carrying	O	Books, files, reports, office supplies
Pushing/Pulling	F	Enter/exit doors
Reaching	O	Books, files, office supplies
Handling	F	Books, files, reports, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone, alarm keypad
Kneeling	R	Retrieval of books or files
Crouching	N	
Crawling	N	
Bending	R	Retrieval of books or files
Twisting	R	
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, reading, filing, driving
Hearing	C	Telephone, co-workers, staff, supervisor, meetings, special functions, presentations
Talking	C	Telephone, co-workers, staff, supervisor
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: \_\_\_\_\_**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Office equipment. Computer systems and hardware

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Dirt and Dust	M
Chemical Hazards	M	Extreme Temperatures	S
Electrical Hazards	M	Noise and Vibration	M
Fire Hazards	M	Fumes and Odors	N
Explosives	M	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)